

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA OR WENTWORTH LODGE – NURSING - LOCATION – 701 UPPER SHERMAN AVE., HAMILTON OR 41 SOUTH ST. W., DUNDAS)

NURSE MANAGER – INFECTION PREVENTION AND CONTROL (IPAC)

SUMMARY OF DUTIES

Reporting to the Director of Nursing, is responsible for the provision of quality care to residents based on established policies and standards. The Nurse Manager - IPAC is responsible for the management and oversight of the development, coordination, education, supervision and evaluation of the Lodges infection prevention and control program. The position is responsible to provide expert knowledge and direction of Infection, Prevention and Control related issues. The position is also responsible for supervision and direction of all nursing staff and for ensuring that activities essential for the effective management of the nursing units are coordinated with other units and departments.

Participates in H&SC emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

GENERAL DUTIES

Manage the ongoing activities of the nursing services by scheduling and assigning work and ensuring maximum utilization of human resources. Monitor and evaluate individual staff performance, recruitment, hiring, supervision and discipline of nursing staff; provide support and guidance for staff development as required.

Involved in disciplinary process including making and executing appropriate disciplinary measures to employees in both ONA and CUPE bargaining units for non-compliance to IPAC protocols.

Responsible for development, management and review of ongoing activities and effectiveness of the infection control program at the Lodges in accordance with all applicable regulations and standards. Share and disseminate IPAC knowledge and expertise with Lodges staff.

Develop standardized surveillance plans based on the population served and services provided. Review and analyze surveillance data on a daily, monthly and annual basis; tabulate results.

Ensure requirements for communicable reporting are met.

Analyze trends/data to determine courses of action. Share findings from surveillance data or outbreak investigations. Integrate surveillance findings into formal plans for IPAC for improvement of practice and resident outcomes.

Responsible for development and review of policies and procedures related to IPAC and patient safety. Maintain up to date knowledge of current best practices and legislative and/or program requirements. Communicate and provide resources and other supports needed to ensure appropriate practices are followed.

Conduct audits related to IPAC procedures and practices to ensure adherence to plans.

Consult with internal and external stakeholders on outbreak and urgent responses, including but not limited to pandemic preparedness, institutional outbreaks and community investigations of infectious diseases.

Develop and implement appropriate staff educational activities related to basic, intermediate and advanced principles of infection prevention and control, outbreak prevention and management through appropriate use of personal protective equipment, respiratory and hand hygiene. Regularly evaluate and update training plans to ensure outcomes and needs are met.

Participate in research and promote the utilization of appropriate research. Involvement with local IPAC Community of Practice and/or IPAC Hub.

Responsible for providing and maintaining quality resident care in accordance with IPAC standards, policies and procedures.

Maintain accurate reports and statistics as required by MOHLTC standards and in accordance with accepted nursing policies and procedures and document any other data relevant to the efficient functioning of staff including RAI MDS.

Share responsibility with other members of the Nursing Leadership team for the development and ongoing monitoring & improvement of required programs under the Long Term Care Homes Act.

Coordinate and participate in rounds, clinics and resident care conferences, as needed or at the discretion of the Director of Nursing.

Share responsibility with other members of the Nursing Leadership team for the development, dissemination, and evaluation of the policies and procedures that guide nursing care provided in our Home.

Liaise with residents' families, other units at the Lodge, Department Heads, medical staff and community agencies to resolve IPAC issues affecting the work environment and the delivery of resident care.

Manage unit purchase and contribute to preparation of operating budget.

Maintain professional approach with staff and develop effective communication channels between staff and residents.

Demonstrate interest and involvement in ongoing professional growth and education.

Participate on committees as requested by the Director of Nursing.

Assist with development and implementation of Nursing department and Lodge wide Quality Improvement and Assurance activities.

Participates in H&CS emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Registered Nurse with current registration with the College of Nurses of Ontario. Bachelor of Science in Nursing (BScN) degree.
2. Must possess previous considerable long term care nursing management experience with the ability to provide clinical direction and professional guidance on standards of practice to the nursing team.
3. Comprehensive and relevant experience in clinical nursing, long term care and gerontology, psycho-geriatrics and management of professional and unregulated professional staff.
4. Infection Prevention and Control (IPAC) certificate through Infection Prevention and Control Canada (IPAC).

5. Previous progressive experience working in the infection control fields preferably in a long term care facility. Demonstrated experience of surveillance, infection prevention and control and outbreak management.
6. Demonstrated program planning, implementation and evaluation skills.
7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
8. Proven ability to mentor staff, including unregulated health professionals, registered nursing staff and students.
9. Thorough knowledge and understanding of all legislation governing medical and nursing care including Long Term Care Homes Act (2007), College of Nurses Standards of Practice collective bargaining, Public Health Act, Employment Standards, Fire Code, Mental Health Act, Consent To Treatment Act, Personal Health Information Protection Act, Substitute Decision Act, Patient Restraint Minimization Act, Human Rights Act, Occupational Health and Safety Act, WSIB Act, Narcotics Act, Ontario Drug Benefit Act, CARF(Accreditation Standards).
10. Must have excellent verbal and written communication skills and ability to relate to subordinates, peers, superiors, seniors and other departments.
11. Must have experience and expertise in change management, knowledge translation and adult education.
12. Must have excellent computer skills, including Outlook, Word and Excel.
13. Knowledge of RAI-MDS and Restorative Care programming is an asset.
14. Must have excellent facilitation, leadership, and mentoring skills.
15. Will be required to work a flexible schedule and may be required to work varying shifts, including days, evenings, nights and weekends as a result of a 24/7 operation. Will also be required to be on "stand by" on a rotating schedule for the other members of the management team.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check (Vulnerable Sector Screening), at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
